Mr Keith Whiting

39 Ashburton Avenue

Ilford

Essex

IG3 9ES

13th November 2020

Dear Keith,

**Whiteforest Executive Pension Scheme – Parkfirst Re Registration**

I hope you are keeping well and healthy. Further to your recent communications with my colleague Paul and Rowanmoor not transferring your funds due to Parkfirst re registration, we have produced the following documents that will then allow Rowanmoor to release your funds:

1. Parkfirst – Deed of Assignment of Head Lease– please sign where stated and have a witness sign, name and address.
2. Parkfirst – Deed of Assignment of Sub Lease– please sign where stated and have a witness sign, name and address.
3. Parkfirst – Deed of Covenant - please sign where stated and have a witness sign, name and address
4. Parkfirst – Notice of Assignment of Lease – please only sign and print name, where stated on behalf of the Trustees of the Whiteforest Executive Pension Scheme

**Please do NOT date the documents.**

Please then post them back to myself and Paul Davies:

**Office 12**

**Venture Wales Building**

**Pentrebach**

**Merthyr Tydfil Industrial Business Park**

**Merthyr Tydfil**

**Wales CF48 4DR**

We will then send these onto Parkfirst to sign and then onto Rownamoor.

Thank you for your assistance with this Keith and should you have any queries or require any guidance, please do not hesitate to contact either myself or Paul.

Yours Sincerely,

Esther Salmon

Scheme Administrator

Enc.